

Cool Kids Spring Camp 2010 Parent Information Packet

Thank you for choosing the City of Morgan Hill Cool Kids Spring Day Camp for your child's spring break vacation activity. Our program is designed to provide a friendly, caring environment in which children are encouraged to develop social, creative, physical and interpersonal skills through a variety of structured and unstructured activities. Please read through this information carefully and keep it for your reference. Additionally, please complete and return all the forms, located at the end of this packet. Please submit all these forms the Friday prior to the camp's start date. (Emergency/Medical Release & Allergy Information Form, Dropoff/Pickup Authority Form, Swim Permission Form)

PROGRAM OPERATION & DETAILS

Full Day Camp: Monday - Friday, 9:00 am - 4:00 pm

Extended care hours: Morning 7:30 am -9:00 am, and evening 4:00 pm to 6:00 pm for additional fee (see flyer). There will be an **extra \$5** for every 15 minutes past $\underline{6:00 \text{ pm}}$ if your child has not picked up by $\underline{6:00 \text{ pm}}$.

Camp Weeks:

Spring Break Week: Monday, April 5th - Friday, April 9th, 2010.

Camp locations:

Monday, Wednesday and Friday: Centennial Recreation Center (CRC), 171 West Edmundson.

Phone #: 408.782.2128

Tuesday & Thursday: Outdoor Sport Center (OSC), 16500 Condit Rd.

(between Dunne Av. & Tennant Ave.)

Age: Activity # Age

4305.103 4 1/2 -6 yrs old 4305.104 7-10 yrs old

Camp fee includes: camp shirt, supplies and materials for all games and activities, friendly, energetic and well trained recreation staff who will provide a great day of fun activities.

Bring everyday a morning and afternoon snack, a sack lunch & water/drinks, and sunscreen. In addition for Monday, Wednesday and Friday bring a towel, proper swim attire, and water shoes (recommended). All personal belongs must be labeled with your child's name. The City of Morgan Hill is **NOT** responsible for lost/stolen items.

REGISTRATION PROCEDURES

All participants **must have the following forms** (the last four pages of this packet) completed and drop off at the CRC the Friday prior to the camp's start date:

- a) Emergency (Medical Release) & Allergies Information Form
- b) Drop-off/Pickup Authority Form
- c) Swim Permission Form





PHONE CALLS

If you need to contact staff regarding your child, please call the site during program hours at the number listed. **Monday, Wednesday and Friday**: Centennial Recreation Center (CRC), 408.782-2128. **Tuesday/Thursday**: Please call the Recreation Specialist at 408-425-3050. If you have any questions or concerns please call the Recreation Program Coordinator at 782-2128 Ext # 830.

SIGN IN / OUTS AND RELEASING CHILDREN

For your child's protection, we request that all Cool Kids participants are personally signed *IN* and *OUT* of the program each day by their parents or legal guardian. A sign in/out sheet will be kept by a recreation staff. Please do not drop them off at the street. Only those authorized by you in writing on the enclosed form will be permitted to pick up your child. Any persons picking up a child should be prepared to show a valid form of identification and her/his name should be on the Drop-off/Pickup Authorization Form. All requests for other dismissal procedures must be made in writing, in advance. Please let everyone on your list know they must show a Photo ID, so they will be prepared. Also, please let us know of any volatile situations we should be aware of regarding people who are not allowed to pick up your child.

LATE FEES

Our program ends each day at 6:00 pm. Please pick your child up by or before this time. **There will be a \$5.00 charge per every 5minutes after 6:00 pm**. Please phone the program site if you are going to be late. If we do not hear from you by 6:00 pm, we will attempt to contact individuals listed on the release form. If we haven't heard from you and were unable to reach your emergency contact, the Child Protective Services of the Police Department will be contacted for continued supervision after 6:15 pm.

CLOTHING

We ask that all children wear closed-toe shoes with rubber soles and comfortable play clothes each day so they may participate in all of the activities. Please label all clothing, lunch boxes and backpacks with your child's name. Water activities will be held at the CRC, indoor pool Monday, Wednesday and Friday only; your child will need a swimsuit, towel, and water shoes/sandals. We recommend your child use sunblock on a daily basis to avoid possible sunburns. Children are not required to swim. (Swim Permission Form attached) Please put all items in a backpack.

SNACKS AND ALLERGIES

Please make sure your child is given breakfast each day prior to arriving at the program. Each child must bring their own morning and afternoon snack, and lunch each day. Please let us know if your child has any dietary restriction or allergies (Emergency (Medical Release) & Allergies Information Form). For the safety of all participants please DO NOT provide any food or snack that contains peanuts, milk, fish, eggs, soy & wheat ingredients. There may not be microwaves or ovens on site, so please do not include snacks or lunches that require heating or preparation. If your child would like an additional snack, they may bring their own money to spend at the sites. We suggest \$3.00 per day at the OSC and CRC.

MEDICATION DURING THE CAMP DAY



Staff will NOT administer any medications during camp hours. For special needs, please contact the Camp Specialist with a completed, signed medication consent form (Emergency/Medical Release & Allergies Information Form attached).

ABSENCES, ATTENDANCE, AND ILLNESS

If your child will be absent, please notify the program site before 9:00 am. Recreation Staff will not call to check on children who do not arrive at the program. There will be no refunds or substitutions for missed days due to illness or other reasons. Absences due to illness will be evaluated on a case by case basis. For your child's safety and to protect other children, please do not send your child to camp if he/she is ill. If your child becomes ill at the program site, we will notify you or if we can't reach you we will contact your emergency contact, to come and take the child home. Children must be picked up if any of the following conditions are observed or suspected by staff:

- 1. Oral or forehead temperature over 100 degrees F.
- 2. If the child suffers a severe blow to the head.
- 3. Shows symptoms of having a communicable or infectious disease (lice, chicken pox, measles, mumps, etc.) <u>Please notify the Site Director or the off-site Supervisor if your child is diagnosed with a communicable or an infectious disease.</u>
- 4. Vomiting or diarrhea (within last 24 hours)
- 5. Injury which may require medical attention.

Any minor injury (scrape, bump, etc.) will be handled at the site and you will be informed of the incident when you arrive to pick up your child. If your child has an injury requiring emergency medical action, it will be provided immediately and you will be notified as soon as possible. If this situation arises, and we cannot reach you, we will need permission to provide medical care. For this reason please complete the enclosed Medical Release Form. Please remember to update your child's Emergency/Attendance Information if there are any changes during the week of camp.



DISCIPLINE AND RULES:

We strive to maintain consistent disciplinary procedures at all Cool Kids Spring Camp. In the event of a behavioral problem, staff members will first discuss the situation with the child and determine corrective action. Continued instances of disruptive behavior may require a more formal discussion with a parent. We reserve the right to discontinue participation by any child due to behavioral problems. Please take time to discuss these rules with your child as well as familiarize yourself with them before they attend this program

Program Rules:

- 1. **NO** Fighting
- 2. **NO** Hitting
- 3. **NO** Pushing
- 4. **NO** Teasing
- 5. **NO** Put downs
- 6. **NO** Name calling
- 7. NO Toys brought from home such as army man, balls, gameboys, etc.
- 8. **NO** Throwing of stones or other objects.
- 9. **OBEY** and **RESPECT** Recreation Staff, participants and their property.
- 10. **Respec**t all equipment
- 11. Walk when indoors
- 12. **Keep** your body parts to yourself
- 13. **Use** appropriate language
- 14. **Be** honest
- 15. **Stay** with the group/ **No leaving** the group for any reasons
- 16. **Respect** the environment. Put trash in garbage cans in garbage dispensers.
- 17. If you take things out, put them back when you are finished/ Help to clean up
- 18. Please keep jewelry or any valuables, trading cards, toys, electronics such as: portable walkmans, Discman players, gameboys, etc., at home.

Additional rules specific to each site may be added to this list. Rules and expectations of behavior will be discussed with the group at the beginning of each session. There will be NO refunds if your child is suspended or expelled from the program.

CENTENNIAL RECREATION CENTER (CRC)

Participants will have the opportunity to use the following area during the day: gym, party room, teen center and the indoor pool. In the afternoon the participant will be taken to the Community Park for outdoor activities (depends of weather conditions)

CRC, GYM

Participant should wear tennis shoes. No hard sole shoes or sandals are recommended.

CRC, INDOOR POOL INFORMATION

Flotation devices are not allowed, but lifejackets will be available on a first come first served basis. Lifeguards will be provided to supervise all water activity. No swimming test is requires by the participants. **Recreation Pool & Slide Catch area:** Depth: $0 - 5 \frac{1}{2}$ ft. **Water slides:** children need to be 48 inches or taller this is the new policy as of Nov. 1, 2005. Pool rules are posted near the pool. The recreation leaders will go over the rules with the children before they get in the pool.



ABOUT OUR CAMP STAFF

Our staff is finger printed, drug and TB tested. Most of our staff is trained in CPR and First Aid. They are energetic and love working with children. They have participated in mandatory training, including camp safety, behavior guidance, <u>developmental assets</u>, child abuse prevention, positive discipline and program leadership. Ratio 1:8

MOST OFTEN ASKED QUESTIONS

MAY I HIRE THE CITY OF MORGAN HIL RECREATION STAFF TO BABYSIT FOR MY CHILDREN?

Our program policy requires that we are not to allow our staff to baby sit for families involved in the Cool Kids Spring Camp Program while they are employed by the City of Morgan Hill for the spring. Please make it easy for them by respecting this requirement.

HOW CAN I SIGN UP MY CHILD FOR CAMP?

You **must register at least 1 week prior** to the camp's start date. You have options! You may sign up in person or over the phone or at the Morgan Hill Community and Cultural Center, Centennial Recreation Center, mail, fax your completed registration form to 408-779-5450 or 408-778-8286, or online www.active.com/browse/morganhill

REFUNDS

- There will be **NO** refunds or substitutions for missed days due to illness or other reasons.
- There will be **NO** refunds if your child is suspended or expelled from the program.
- There will be **NO** refunds for any participants who dropped out of the program for any reason or circumstance.
- If you provide a written request to withdraw 7 days prior to the start date is requiered. When the program begins we are unable to refund any portion of your fee. A full refund is granted if the program is canceled by Morgan Hill Recreation Division. A \$17 fee will be charged on all returned checks.

OUESTIONS AND CONCERNS

Our Recreation Leaders and off-site Supervisors are readily available to discuss questions or concerns with you. We ask that you first talk with the Camp Specilaist at your child's program location. If additional clarification is needed, the Recreation Leaders can refer you to their off-site Recreation Specilaist. Communication with you is the key to our ability to meet your child's needs and provide an outstanding spring program. We always encourage parents to share with us any feedback they have about the program. Please let us know what's going well and what we could improve on. Please make sure to submit the Cool Kids Evaluation Form to the Camp Specialist on the last day of the camp. All personal information shared with Camp personnel will be kept confidential. We look forward to a great spring break with you and your child!

Sincerely,

Jessica James

Camp Coordinator, CRC 408. 782-2128 ext# 816

Chris Ghione

Recreation Manager, CRC 408.782-2128 ext# 801

Chiquy Mejia

Recreation Program Coordinator, CRC 408.782-2128 ext # 830





Cool Kids Spring Camp 2010 Emergency/Medical Release & Allergy Information Form

Mathar's Nama	Phone (day)
(eve)	(cell)
Father's Name	Phone (day)
(eve)_	(cell)
Legal Guardian	Phone (day)
(eve)	(cell)
Alternative Emergency Information	n Information Required by State Law
Name Phone Relation	ship Physician's Name
	Health Insurance Co:
	Policy Number:
	Family Physician:
	Phone:
	Family Dentist:
	Phone:
Medi	al History – Past or Present
Asthma Yes Yes 1	o ADD/ADHDYesNo
Heart Defect Yes 1	o Head Lice Yes No
Recent Hospitalization Yes 1	o Sleep Walking Yes No
Currently under Dr. care Yes 1	o Tuberculosis Yes No
Seizures Yes 1	o Chicken Pox Yes No
Diabetes Yes 1	o Measles Yes No
German measles Yes 1	o Autistic Yes No
Other Diseases or Conditions	

ALLERGIES

•	Yes No	Bee Stings	Yes	No
0.1/7 10 1		0	105	_110
Oak/Ivy Poisoning _	Yes No	Penicillin	Yes	_ No
Peanuts	Yes No	Tree Nuts	Yes	_ No
Milk _	Yes No	Eggs	Yes	_ No
Wheat	Yes No	Soy	Yes	_ No
Animals (cats, dogs, etc)	Yes No	Other	Yes	_ No
For each <u>YES</u> , please explain:				
Does your child have any handicap or	r other specific conce	ern we should be awa	re of?	

RETURN



Cool Kids Spring Camp 2010 Drop-off/Pickup Authority Form

Name of Camper:				Age:			
Extended Care hours ar	e: 7:30 a	.m. – 9 a	.m. & 4 p	.m. – 6 p.m.			
	Ex	tended Ca	re Requeste	ed			
Select Registered Weeks	Morning		After	noon			
Monday	YES	NO	YES	NO			
Tuesday	YES	NO	YES	NO			
Wed	YES	NO	YES	NO			
Thurs.	YES	NO	YES	NO			
Fri	YES	NO	YES	NO			
How should your child's prop	-			e end of the day	period?		
My child an be pick				below			
The following people have m Summer Camp Program	1:	_			-		
Name			_ R	elationship			
Circle one:							
(Day/Evening) Phone			_ C	ell Phone			
Name			_ R	elationship			
Circle one:							
(Day/Evening) Phone			_ E	Evening Phone			
In the event of an emergency, child until you or another adult					out. We will care for your		
Father/Mother			_ D	ate			
Or Legal Guardian			D	ate			



Cool Kids Spring Camp 2010 Swim Permission Form

	fe and enjoyable sy vise all water activ		nce for your c	hild, lifeg	guards will be	
My child		is:			allowed	
(Name of camper)				_	
to participate in	camp swimming a	nt the Morgan Hil	l Centennial F		not allowed Center.	
How would you	ı rate your child?	s swimming abil	ity?			
Non-Swimmer Poor Swimmer Fair Swimmer Excellent Swimmer						
•	had swimming le l? (Check all tha		YES	NO		
Beginner	Advanced Begi	inner Int	ermediate	Adv	vanced	
Any other comm	nents or information	on pertaining to sv	wimming and	water ski	lls:	
	ection, please indic participate in swi					
Parent/Guardian	1					
Signature			Date_			



171 W. EDMUNDSON AVE MORGAN HILL CALIFORNIA 95037 (408) 782-2128

COOL KIDS SPRING CAMP 2010 PARENTS CAMP EVALUATION FORM

(Please submit this evaluation on the last day of camp)

Your input is really important to us in order to improve this program for next year. Please take a few minutes to complete this Evaluation Form. Thank you for your support and we hope sees you during the summer. Summer Camp information attached.

Parent's Name (optional)								
Phone number (optional)								
Program: Have you bee	n to	o C	ool	Kio	ls S	ummer Ca	amp before? Yes	No
Evaluate items as follow 5 = Outstanding / Excelle 4= Exceeds my expectation	nt					et my expe eds some	ectations improvement	1 = Deficient N/A= Not applicable
Safety	5	4	3	2	1	N/A	Comments:	
Games	5	4	3	2	1	N/A	Comments:	
Arts & Crafts	5	4	3	2	1	N/A	Comments:	
Daily Activities overall	5	4	3	2	1	N/A	Comments:	
Full Time Counselor	5	4	3	2	1	N/A	Comments:	
Camp AM Coordinator	5	4	3	2	1	N/A	Comments:	
Camp PM Coordinator	5	4	3	2	1	N/A	Comments:	
Communication between staff and campers	5	4	3	2	1	N/A	Comments:	
Communication between staff and parents	5	4	3	2	1	N/A	Comments:	
Child's Enjoyment	5	4	3	2	1	N/A	Comments:	
Facilities CCC/CRC/OSC: Community & Cultural Ce	nte	r		5	4	3 2 1 1	N/A Comments:	
Centennial Recreation Cen	ter			5	4	3 2 1	N/A Comments:	
Outdoor Sport Center				5	4	3 2 1	N/A Comments:	
Overall Program Quality				5	4	3 2 1	N/A Comments:	
Registration On-line	5	4	3	2	1	N/A	Comments:	
Walk-in	5	4	3	2	1	N/A	Center:	_Comments:
Over the phone	5	4	3	2	1	N/A	Center:	_Comments:
Would you attend to the Spring Camp 2011? Yes No Comments:								